

**WIA Guidance Memo #78**

**TO:** Local Workforce Investment Area Directors

**FROM:** Susan Craft  
Commissioner

**DATE:** February 11, 2004

**SUBJECT:** Revised Application Packet for Eligible Providers of Training Services (*Supercedes Guidance Memoranda #8 and #35*)

Attached, please find the revised Application Packet for Eligible Providers of Training Services. The revised application contains additional information suggested by Local Workforce Investment Area (LWIA), Eligible Training Provider List (ETPL) contacts on January 22, 2004. Therefore, this revised application and its attachments are considered in effect, upon receipt of this issuance.

The application packet contains the following items: (1) an Overview of Initial Eligibility for Training Providers and Subsequent Eligibility requirements, (2) the Provider Application for Training Service Eligibility (rev. 2/2004), (3) the Application Instructions, (4) Performance Calculations for Initial and Subsequent Eligibility, and (5) Assurances and Certifications.

As reflected in the minutes from the January 22, 2004 meeting, LWIA – ETPL staff are to begin requesting subsequent eligibility applications, with performance information included. Programs currently considered “eligible”, but who fail to submit the necessary application and performance information will have their eligibility removed. Further, programs offered by providers who are **not** eligible for HEA funds are required to submit performance information with their *initial* eligibility applications.

Each LWIA is responsible for issuing this application packet to all existing eligible and new local providers of training services. When sending this packet to new providers, the LWIA should instruct the training providers that an application must be submitted for every program.

Please forward this information to the ETPL staff person in your LIWA. An electronic version of this Guidance Memorandum will follow this issuance.

If you have any questions regarding the Application Packet for Eligible Providers of Training, please contact Bradlee Burtner at (502) 564-5360 or [BradleeY.Burtner@ky.gov](mailto:BradleeY.Burtner@ky.gov).

SC/kd

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